

Report Preparation Guide  
**Pre-Closing Trial Balance - Year-End Report No. 7**

---

**Purpose**

The Pre-Closing Trial Balance, Year-End Report No. 7, lists the general ledger account balances for nominal and real accounts, including accruals and adjustments, before nominal accounts have been closed.

---

**Reference Documents**

- ★ Job Aid FISCal.228 - Pre-Closing Trial Balance Report, Year-End Report No. 7
- ★ General Ledger Trial Balance Report (ZGL061)
- ★ Due To/From Other Funds/Appropriations Supplemental Form
- ★ Subsidiaries on File Report, Report No. 8
- ★ Reconciliation of Agency Accounts with Transactions Per State Controller - Report No. 15
- ★ Post-Closing Trial Balance, Report No. 8 (Prior Year)
- ★ SAM section 7962
- ★ Finance Year-End Training – Presentation - Session 2, Report No. 7
- ★ Chart of Accounts – Crosswalk of Accounts to Legacy Accounts – Department Use (Finance, FISCal Resources for Accounting web page)
- ★ State Controller's Office (SCO) Year-End Financial Reports Procedure Manual (Budgetary/Legal)
- ★ Year-End Reporting Checklist

---

**How to Prepare**

Report No. 7, is generated from FISCal. Follow the steps in Job Aid FISCal.228 to generate the report. Below is a summary of the criteria to run the report.

**Navigation:** Main Menu→FISCal Processes→FISCal Report→GL Reports→ Pre Closing Trial Balance

**Parameters:** Business Unit, Fund Tree, Fund Node, Ledger, As-of Date and Include Adjustment Periods

The Budgetary Legal Ledger (BLL) must be used for Report No. 7, to be submitted to the SCO as part of the year-end financial report package.

If Roll up to Parent Fund is selected, all the sub-fund amounts will be rolled up and displayed at the parent fund level.

### How to Validate

---

Validate the completeness and accuracy of the Pre-Closing Trial Balance, Report No. 7:

- 1** - Review report header information, including the As-of Date.
- 2** - Validate the Business Unit, Fund number, and title.
- 3** - Adjustment Period 998 must be included in the report.
- 4** - Change the heading for the general ledger account number column to read "GLAN."  
Report No. 7, must display legacy Uniform Codes Manual (UCM) general ledger accounts (GL), except for Chart of Account (COA) general ledger account (Account) 65 Unappropriated InterUnit Transfers.
- 5** - Use the Due To/From Other Funds/Appropriations Supplemental Form to validate the account values shown on Report No. 7.
- 6** - Use Report No. 8 to validate accounts on Report No. 7.
- 7** - Fund Balance must agree with prior year's Post-Closing Trial Balance, Report No. 8. There should only be one of the following Fund Balance accounts on the report:
  - GL 5530 - Fund Balance-Unappropriated (Non-shared fund)
  - GL 5540 - Fund Balance-Retained Earnings (Non-shared proprietary fund)
  - GL 5570 - Fund Balance-Clearing (Shared fund)
- 8** - Account 65 Unappropriated InterUnit Transfers balance represents Cash in State Treasury (CIST-GL 1140) for a non-shared fund. For a shared fund, Account 65 represents the Business Unit's portion of the CIST for the fund.
- 9** - Use Report No. 7 to validate the balances for the "nominal accounts" such as Revenue, Reimbursements, Appropriated Expenses and Refunds to Reverted Appropriations with the Report 15, Reconciliation of Agency Accounts with Transactions per State Controller.
- 10** - The total Debit and total Credit amount must balance.

## How to Validate (continued)

---

- 11** - Provide an asterisk (\*) and a footnote explanation for all account balances that are abnormal.

Examples of abnormal balances:

- Asset accounts with credit balances
- Liability accounts with debit balances
- Revenue and Transfer In accounts with debit balances
- Expenditure and Transfer Out accounts with credit balances

- 12** – GL 1600 – Provision for Deferred Receivable is normally a credit balance. SCO does not require a footnote for this account.

## Important Notes/Tips

---

★ Common Footnotes:

- Shared fund footnote - Account 65 (Unappropriated InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury). This amount was closed to GL 5570 (Fund Balance-Clearing).
  - Non-shared fund footnote - Account 65 (Unappropriated InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury) in the legacy system.
- ★ If Report No. 7 generates blank rows for account and description, the COA account may not be defined in the ACCT\_REPORTING tree. Submit a ticket to FSC to update the ACCT\_REPORTING tree with the UCM value.
- ★ Change the heading for the "Account" column to read "GLAN" for Nongovernmental Cost Funds.

## Report Preparation Guide

For illustration purposes, attached is a sample of Report No. 7.

<b>REPORT 7 - PRE-CLOSING TRIAL BALANCE</b> <b>Department of Training - 1234</b> <b>Fund 4321</b> <b>Fiscal Year 2020-21</b> <b>As of 06/30/2021</b> <span style="float: right; color: red;">1</span>			
<b>Business Unit:</b> 1234 - Department of Training <b>Fund:</b> 4321 - Training Support Fund <b>Subfund:</b> <span style="float: right; color: red;">2</span>		<b>Report ID:</b> RPTGL068 <b>Run Date:</b> 8/9/2021 <b>Run Time:</b> 17:15:54 <b>Adjustment Period:</b> 998 <span style="float: right; color: red;">3</span>	
GLAN <span style="color: red;">4</span>	ACCOUNT TITLE	DEBITS	CREDITS
1110	General Cash - CTS Accounts	90.00	
1130	Revolving Fund Cash	188,289.14	
1190	Cash on Hand	100.00	
1311	AR - Abatements	10,201.06	
1312	AR - Reimbursements	2,205.00	
1319	AR - Other	450.93	
1410	Due From Other Funds	2,451,007.33	
1420	Due From Approps - Same Fund	11,269,849.46	
1600	Provision For Deferred AR		450.93 <span style="color: red;">12</span>
1710	Expense Advances	636.42	
1730	Prepay to Other Funds/Approps	498,705.76	
3010	Accounts Payable		1,484,665.91
3114	Due to Other Funds - Current		164,956.15
3115	Due to Other Approps-Same Fund		10,950,289.67
3290	Due to Other Govt Entities		395.27
3420	Unearned Reimbursements		900,000.00
3730	Uncleared Collections		90.00
5330	Reserve - Prepaid Items		450,000.00
5570	Fund Balance - Clearing		1,793,602.13
65	Unapp InterUnit Transfers		30,494,670.01* <sup>(1)</sup> <span style="color: red;">13</span>
8000	Operating Revenue		611,361.81
8100	Reimbursements		15,875,776.48
9000	Appropriated Expenses	48,355,745.62	
9891	Refunds to Reverted Appropriation		51,022.36* <sup>(2)</sup> <span style="color: red;">11</span>
<b>Fund</b>	<b>4321</b>	62,777,280.72	62,777,280.72
		10	

13

(1) GL 65 (Unapp InterUnit Transfers) is equivalent to GL 1140 (Cash in State Treasury).  
 This amount was closed out to GL 5570 (Fund Balance-Clearing) for shared fund in legacy system.

(2) Receipt of money for reverted appropriation.